

C-O-N-F-I-D-E-N-T-I-A-L

INSTRUCTION NO.  
LI 90-2

LI 90-2  
COMMUNICATIONS  
Revised 24 April 1974

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SUBJECT : Processing of Cables

25X1A

REFERENCES: (a) [REDACTED]  
(b) [REDACTED]  
(c) LI 70-14

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1. GENERAL

The purpose of this instruction is to reaffirm standing operating procedures within the Office of Logistics (OL) for the effective handling of all cables, both domestic and field.

2. PROCEDURES

a. Receipt and Routing

OL Registry will receive, record, and distribute all cables received in OL based upon an analysis of content. Four copies of each cable are received from the Cable Secretariat to be distributed in the following manner:

- 1 or 2 copies for staff(s) or division(s) concerned;
- 1 copy for the Director of Logistics' reading file; and
- 1 copy to be maintained as a master official file in OL Registry.

Exception to this distribution is "eyes only" and "controlled or sensitive distribution" cables wherein only two copies are received by OL. The division or staff copy of these cables will be routed through the D/L's office prior to receipt by the division or staff concerned. Advance copies of precedence messages received through the Ames Center Signal Center will be distributed immediately to the action office by OL Registry. A Form 238, Document Control Slip, will be prepared for all "action," "eyes only," or "sensitive" cables for control purposes.

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b. Outgoing Messages

(1) Cables from OL to the Field

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Cables to the field originating in, and being released by, OL will be prepared on Form 1304, Outgoing Message, in accordance with procedures established in the Cable Handbook [REDACTED] and transmitted by the Ames Center Signal Center. Outgoing OL cables must always INFO DIRECTOR to provide for distribution in Headquarters. Logistics outgoing traffic will be processed as incoming cables in the Headquarters complex. Any outgoing traffic originated in OL for release by an area division or other Agency component must be prepared on Form 12E, Outgoing Message, and processed through the Cable Secretariat.

(2) Cables from the Depots to the Field

Replies to foreign field cables emanating from the [REDACTED] depots must always INFO DIRECTOR and INFO LOGISTICS. The Ames Center Signal Center will process these cables and automatically relay them to the cable addressee.

25X1A

(3) Outgoing [REDACTED] Cables

Messages originating in OL to be transmitted directly to a [REDACTED] depot shall be prepared on Form 1304, coordinated with Supply Division, and released by a designated cable releasing officer.

25X1A

25X1A

c. Suspense and Followup

OL Registry will maintain a daily followup on "action" cables by the following procedure:

- (1) Form 238 bearing the IN cable number (or the station number) as the control number will be placed on the "OL action copy."
- (2) Copy No. 2 of Form 238 will be placed in suspense for 1 or 3 working days following receipt.

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- (3) Copy No. 1 of Form 238 will be forwarded to OL Registry with the outgoing reply. If no reply is required or action is to be transferred to another office, such notations will be made on the form, initialed by the responsible individual in the staff or division, and returned to OL Registry. Action transfers will be accomplished by notifying the Cable Analyst in OL Registry, who, in turn, will be responsible for contacting Cable Secretariat.
- (4) Replies to precedence cables will be prepared within 24 hours; routine messages must be answered within 3 working days.
- (5) When it is not possible to prepare required replies by the suspense date established, Copy 4, 5, or 6, of Form 238 will be forward to OL Registry indicating the date a reply will be made and initialed by the chief or deputy chief of the division or staff, whereupon the suspense date will be extended accordingly.

25X1A

  
FRANCIS J. VAN DAMM  
Director of Logistics

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S-E-C-R-E-T

INSTRUCTION NO.  
LI 90-2

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COMMUNICATIONS  
13 April 1966

SUBJECT : Processing of Cables

REFERENCES: (a) [REDACTED]  
(b) [REDACTED] dated 23 October 1958

1. GENERAL

The purpose of this instruction is to reaffirm standing operating procedures within the Office of Logistics for the effective handling of all cables, both domestic and field.

2. PROCEDURES

a. Receipt and Routing

(1) Incoming Foreign Field Cables

Advance copies from the Ames Building Signal Center will be distributed by the Logistics Registry based on an analysis of content. Information copies will be distributed in Logistics Headquarters on all cables addressed directly to the depots. The Logistics Registry will receive, record, analyze, and distribute the formal copies received from the Cable Secretariat. A form 238, "Document Control Slip," will be prepared for all "Action," "Immediate," "Eyes Only," "Top Secret," and "Sensitive and Controlled Distribution" cables. "Eyes Only" cables received directly by an individual will be referred to the Logistics Registry for recording.

(2) Incoming [REDACTED] Depot Cables

Messages originating in the depots for Logistics Headquarters will be processed in a manner similar to that described above.

S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

S-E-C-R-E-T

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(3) Outgoing Field Cables

(a) Cables from LOGISTICS to the Field

Cables to the Field originating in and being released by the Office of Logistics will be prepared on Form 1304, an outgoing classified message form, in accordance with procedures established in the Cable Handbook [REDACTED]. Logistics outgoing cables must always INFO DIRECTOR to provide for Headquarters distribution. LOGISTICS outgoing traffic will be processed as incoming cables in the Headquarters complex. Outgoing traffic originating in Logistics for release by an Area Division or other Agency component will continue to be prepared on Form 12.

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25X1A

(b) Cables from the [REDACTED] to the Field

Replies to foreign field cables emanating from the [REDACTED] must all be INFO DIRECTOR and INFO LOGISTICS. The Ames Building Signal Center will process these cables and automatically relay them to the cable addressee.

25X1A

25X1A

25X1A (4) Outgoing [REDACTED] Cables

25X1A Messages originating in the Office of Logistics to be transmitted directly to a [REDACTED] shall be prepared on Form 1304, coordinated with Supply Division, and released by designated cable releasing officers.

3. SUSPENSE AND FOLLOW-UP

The Logistics Registry will maintain a daily follow-up on "Action" cables by the following procedure:

- a. Form No. 238 bearing the IN cable number (or the Station number) as the control number will be placed on the "OL Action Copy."

-2-

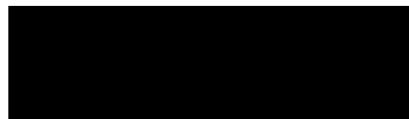
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- b. Copy No. 2 of the Form No. 238 will be placed in suspense for one or three working days following receipt.
- c. Copy No. 1 of Form No. 238 will be forwarded to the Logistics Registry by the Division or Staff with the outgoing reply. To transfer action to another Office, notify the Cable Analyst in the Logistics Registry, who in turn will be responsible for notifying Cable Secretariat. If no reply is required or action is transferred to another office, such notation will be made on Copy No. 1 of the Form 238, initialed by the responsible individual in the Staff or Division, and returned to the Registry.
- d. Replies to "Immediate" and "Priority" cables will be prepared within twenty-four (24) hours; and replies to routine cables will be prepared within three working days.
- e. When it is not possible to prepare required replies to "Action" cables by the suspense date established, Copy 4, 5, or 6 of the Form No. 238 will be forwarded to the Registry with indication of the date reply will be made and initials of the Chief or Deputy Chief of the Division, whereupon the "Suspense Date" will be extended accordingly.



GEORGE E. MELOON  
Director of Logistics

25X1A

OL/EO/R&S [REDACTED] vhm

25X1A

S-E-C-R-E-T

~~S-E-C-R-E-T~~

INSTRUCTION NO.  
LI 90-2

LI 90-2  
COMMUNICATIONS

*Revised* 13 April 1966

SUBJECT : Processing of Cables

REFERENCES: (a) [REDACTED]  
(b) [REDACTED] dated 23 October 1958  
(c) *LI 90-14*

1. GENERAL

The purpose of this instruction is to reaffirm standing operating procedures within the Office of Logistics for the effective handling of all cables, both domestic and field.

2. PROCEDURES

a. Receipt and Routing

(1) Incoming Foreign Field Cables

*of precedence messages received from the*  
Advance copies from the Ames Building Signal Center will be distributed by the Logistics Registry based on an analysis of content. Information copies will be distributed in Logistics Headquarters on all cables addressed directly to the depots. The Logistics Registry will receive, record, analyze, and distribute the formal copies received from the Cable Secretariat. A form 238, "Document Control Slip," will be prepared for all "Action," "Immediate," "Eyes Only," "Top Secret," and "Sensitive and Controlled Distribution" cables. "Eyes Only" cables received directly by an individual will be referred to the Logistics Registry for recording.

(2) Incoming [REDACTED] Cables

Messages originating in the depots for Logistics Headquarters will be processed in a manner similar to that described above.

~~S-E-C-R-E-T~~

*Confidential*

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

~~S-E-C-R-E-T~~

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*b Outgoing messages*  
~~(2) Outgoing Field Cables~~

*OL*

(1) Cables from LOGISTICS to the Field

Cables to the Field originating in and being released by the Office of Logistics will be prepared on Form 1304, an outgoing classified message form, in accordance with procedures established in the Cable Handbook. 25X1A

Logistics outgoing cables must always INFO DIRECTOR to provide for Headquarters distribution. LOGISTICS outgoing traffic will be processed as incoming cables in the Headquarters complex. *and the transmitted by the Center*  
Outgoing traffic originating in Logistics for release by an Area Division or other Agency component will continue to be prepared on Form 12. *must be prepared on Form 12.6 and processed through the Cable Secretariat*

(2) Cables from the [redacted] to the Field

Replies to foreign field cables emanating from the [redacted] depots must ~~arrive at~~ INFO DIRECTOR and INFO LOGISTICS. The Ames Building Signal Center will process these cables and automatically relay them to the cable addressee. 25X1A

(3) Outgoing [redacted] Cables

Messages originating in the Office of Logistics to be transmitted directly to a [redacted] depot shall be prepared on Form 1304, coordinated with Supply Division, and released by a designated cable releasing officer. 25X1A

*C*  
3. SUSPENSE AND FOLLOW-UP

*OL*  
~~The Logistics~~ Registry will maintain a daily follow-up on "Action" cables by the following procedure:

- a. Form 238 bearing the IN cable number (or the Station number) as the control number will be placed on the "OL Action Copy."

~~S-E-C-R-E-T~~



25X1A

Cables to the Field originating in, and being released by, OL will be prepared on Form 1304, ~~an~~ Outgoing classified Message form, in accordance with procedures established in the Cable Handbook [REDACTED] and transmitted by the Ames Center Signal Center.

Outgoing Logistics cables must always INFO DIRECTOR to provide for distribution in Headquarters. Logistics outgoing traffic will be processed as ~~in~~ incoming cables in the Headquarters complex.

Any outgoing traffic originated in ~~xxxx~~ OL for release by an area division of other Agency component must be prepared on Form 12E, Outgoing and processed through the Cable Secretariat.

2. PROCEDURES

a. Receipt and Routing

The Logistics Registry will receive, record, and distribute all cables received in OL based upon an analysis of content. ~~4~~ <sup>4</sup> ~~Form~~ copies of each cable are received from the Cable Secretariat to be distributed in the following manner:

- 1 or 2 copies for staff(s) or division(s) concerned,
- 1 copy for the Director of Logistics' reading file,
- 1 copy to be maintained as a master official file in the OL Registry.

Exception to this distribution is "~~Eyes only~~" and "~~Controlled or Sensitive Distribution~~" cables wherein only ~~2~~ <sup>4</sup> copies are received by OL. The division or staff copy of these cables will be routed ~~through~~ the D/L's office prior to receipt by the division or staff concerned. Advance copies of precedence messages received through the Ames Center Signal Center will be distributed immediately to the action office by the Registry. A Form 238, "Document Control Slip", will be prepared for all "action" "~~Eyes Only~~" or "sensitive" cables for control purposes.

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- b. Copy No. 2 of ~~the~~ Form ~~238~~. 238 will be placed in suspense for ~~one~~ or three working days following receipt.
- c. Copy No. 1 of Form ~~238~~. 238 will be forwarded to the Logistics Registry by the Division or Staff with the outgoing reply. To transfer action to another Office, notify the Cable Analyst in the Logistics Registry, who in turn will be responsible for notifying Cable Secretariat. If no reply is required or action is transferred to another office, such notation will be made on Copy No. 1 of the Form 238, initialed by the responsible individual in the Staff or Division, and returned to the Registry.
- d. *Precedence* Replies to "Immediate" and "Priority" cables will be prepared within twenty-four (24) hours; and replies to routine cables will be prepared within three working days.
- e. When it is not possible to prepare required replies to "Action" cables by the suspense date established, Copy 4, 5, or 6 of ~~the~~ Form ~~No.~~ 238 will be forwarded to the Registry with *indicating* indication of the date reply will be made and initialed *by* the Chief or Deputy Chief of the Division, whereupon the "Suspense Date" will be extended accordingly.

25X1A

OL/EO/R&S  vhm

  
GEORGE E. MULLOON  
Director of Logistics

25X1A

S-E-C-R-E-T

- (2). Copy No. 1 of Form 238 will be forwarded to ~~the~~ OL/Registry with the outgoing reply. If no reply is required or action is to be transferred to another office, such notations will be made on the form, initiated by the responsible individual in the staff or division, and returned to ~~the~~ OL Registry. Action transfers will be accomplished by notifying the Cable Analyst in ~~the~~ OL Registry, ~~who~~ who, in turn, will be responsible for contacting Cable Secretariat,
- (3). Replies to precedence cables will be prepared within ~~twenty-four~~ ~~24~~ hours; routine messages must be answered within ~~three~~ <sup>3</sup> working days.
- (4). When it is not possible to prepare required replies by the suspense date established, Copy 4, 5, or 6, of Form 238 will be forwarded to ~~the~~ Registry indicating the date a reply will be made and initialed by the Chief or Deputy Chief of the Division or Staff, whereupon the suspense date will be extended accordingly.

TRANSMITTAL SLIP		DATE
TO: <i>Mist</i>		
ROOM NO.	BUILDING	
REMARKS: <i>Please look this over.</i>  <i>Thank</i> <i>Genny</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)